



**EXCELSIA  
COLLEGE**  
— Sydney —

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**Document Name**  
**COURSE DEVELOPMENT COMMITTEE - TERMS OF REFERENCE**

**Document Status**

<b>Owner</b>	Chief Academic Officer	February 2015
<b>Approved by</b>	Academic Board	February 2015
<b>Publication</b>	Version 7	June 2020
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<b>Membership</b>	<p>CHAIR: Head of School</p> <p>MEMBERS: Chief Academic Officer Deputy Head of School (where relevant) Manager, Regulation and Accreditation School Academics with relevant experience/expertise External Academic(s) with relevant expertise External Industry Representative(s) with relevant expertise Other members may be co-opted at the discretion of the Chair</p>
<b>Quorum</b>	Four: The Chair and three members
<b>Meetings</b>	This sub-committee of the Academic Board meets at the discretion of the Chair, as and when required during the new course development and accreditation process.
<b>Reports to</b>	The Academic Board via the Learning and Teaching Committee
<b>Record</b>	The Chair will nominate a Committee Secretary, in consultation with the Chief Academic Officer. The Secretary will be responsible for arranging meetings, preparing the agenda, circulating papers to members, and maintaining minutes of meetings.
<b>Functions</b>	<p>The Committee is appointed by Academic Board. It convenes to:</p> <ul style="list-style-type: none"> <li>• Develop a course according to direction from Academic Board, in accordance with the College Strategic Plan, and Mission, and alignment to the Higher Education Standards Framework and Australian Qualifications Framework</li> <li>• Develop a course in the context of current national and global developments and trends which have implications for internal and external stakeholders</li> </ul>
<b>Agenda Items</b>	<p>The agenda will be developed by the Chair in consultation with the Chief Academic Officer and typically include items aligned to the HESF to assure the quality of the course:</p> <ul style="list-style-type: none"> <li>• Admissions requirements, Course progression</li> <li>• Facilities, Diversity and equity</li> <li>• Teaching, Course design, content, delivery, study pattern, learning outcomes mapped to AQF, assessment, constructive alignment, CUOs, Staffing qualifications and requirements, Learning resources, Student support</li> <li>• Research management and supervision</li> <li>• Course quality and benchmarking</li> <li>• Third party arrangements and work integrated learning</li> <li>• Information to prospective students</li> </ul>
<b>References</b>	TEQSA Application Guide for Registered HEPs – New Course Accreditation PO-COU-04 Course Development and Accreditation Policy and Procedure

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